

STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
TENNESSEE REAL ESTATE COMMISSION
DAVY CROCKETT TOWER, SUITE 180
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-1151
TELEPHONE: 615-741-2273, 800-342-4031, FAX 615-741-0313

IN OFFICE GENERIC LICENSE RENEWAL FORM

LICENSEE NAME:

File ID Number:

License Type:

License Status:

Current Expiration Date:

RENEWAL FEE

(2 year renewal fee: January 1, 2005-December 31, 2006) \$80.00

Penalty fee

TOTAL AMOUNT DUE BY NOVEMBER 1, 2004 \$80.00

**DO NOT SEND
E & O PREMIUMS
WITH LICENSE
RENEWAL**

INSTRUCTIONS

Read and follow all instructions. Failure to comply with requirements may result in the loss of license and penalties. All penalties are strictly enforced and never waived. ALL LICENSEES (ACTIVE, INACTIVE, RETIRED) MUST REMIT THE RENEWAL FEE TO KEEP THE LICENSE VALID. THE DEADLINE FOR PAYMENT IS NOVEMBER 1, 2004.

See reverse side if this form for additional instructions. All active licensees must obtain E & O Insurance by 11-1-04.

Make CHECKS payable to: Tennessee Real Estate Commission or TREC

**See reverse side of this form for additional instructions for license renewal and E&O Insurance.
Return the entire completed form along with the \$80.00 payment to the address above.**

**To insure proper
license renewal,
each applicant
should send one
\$80.00 check with
this renewal form
and mail to the office
address above.**

CERTIFICATION

I do hereby certify that I have not been convicted of a criminal offense since 01-01-03 that have not been previously disclosed to the Commission and that I have or will have completed all requirements for license renewal by the deadline.

**Signature of applicant or Principal broker for firm
renewal(Application will not be processed without Signature)**

ALL LICENSEES (Active, Inactive & Retired) are required to pay the renewal fee. **Only the renewal fee should be submitted with this renewal form sent to the TREC office address.**

ERRORS AND OMISSIONS (E&O) INSURANCE:

All active licensees must carry E&O Insurance. Discuss E&O Insurance with your Principal Broker to determine if you should pay the premium directly to the state-contracted insurance company or rely on the firm to provide alternative coverage.

State Contracted E&O Coverage: Premiums must be submitted to the state-contracted insurance company on or before 11-1-04. Premiums mistakenly submitted to TREC will **NOT** be forwarded to the state contracted insurance company but will be refunded to the licensee upon written request from the licensee after January 2005. Refund processing requires 4 to 8 weeks.

You must purchase state contracted E&O by directly paying the contractor Rice Insurance Services (payment delivered or post-marked) by November 1, 2004.

The state E&O contractor is: Rice Insurance Services, LLC

Mailing:

P.O. Box 6709

Louisville, KY 40206-0709

Physical:

4211 Norbourne Boulevard

Louisville, KY 40207

Phone: (502) 897-1876

Toll Free: (888) 248-2444

Fax: (502) 897-7174

www.risceo.com

The premium for the two-year policy is \$260.00. The Insurance Policy is being issued by Continental Casualty Company a member of CNA Insurance Companies. The policy provides coverage of \$100,000.00 per licensee per claim with a maximum annual limit of \$300,000.00 per licensee for all covered losses with a \$1,000.00 deductible that shall apply to indemnity coverage. Only one deductible shall be applied to all members of any one real estate firm for any one occurrence.

Invoices for the state-contracted coverage premium should be mailed on or about September 15, 2004 to the firm where you are affiliated. If you do not receive an invoice by October 1, 2004, contact the contractor for instructions. You must purchase E&O Insurance (payment delivered or post-marked) by November 1, 2004.

Alternative E&O Coverage: Licensees electing to use alternative coverage must provide proof of coverage on the official TREC Certification of Insurance Form to the TREC office each and every time the alternative insurance is obtained or renewed. This form may not be altered. Licensees with an alternative insurance expiration date on or before January 1, 2005, must provide a certificate of coverage form (TREC form) certifying coverage for 2005 by November 1, 2004.

EDUCATION:

Affiliate licensees who are required to complete continuing education must do so by November 1, 2004. You cannot avoid the completion deadline on required education by changing the status of your license to inactive.

Affiliates Licensees whose initial license was issued on or after 7-1-04:

If at the time of license renewal you have completed the Course for New Affiliates your renewed license certificate will show an expiration date of 12/31/06. If at the time of renewal you have not completed the Course for New Affiliates your renewed license certificate will show an expiration date which is six (6) months from the date of the original license date of issue.

IF YOU FAIL TO COMPLETE ANY OR ALL LICENSE RENEWAL REQUIREMENTS (Pay renewal fee, complete required education and/or obtain E&O Insurance) contact the TREC office.

ADDITIONAL INFORMATION: Please contact the Commission's office. However, no verbal statement made by a member of the staff should be interpreted as an exception or waiver of the instructions, policies or penalties listed on this form.